

CHAPTER 14

PAYMENTS FROM COMPUTER MEDIA

INTRODUCTION

Agencies can submit certain types of payment information on computer media. Payments made from computer media can increase control and efficiency. This chapter explains the payment options available, requirements of each, processing instructions, documents and information returned or reported to the agency, and agency verification procedures.

Contact the Auditor of State's office to obtain disk program details. All agencies are required to do a test disk with the Auditor of State before initiating payments through the disk program. This program only applies to agencies that are not on Encompass. If you have technical difficulties with the program call the help desk and not the upload area of the Auditor's office.

PROCESS SUMMARY

The Auditor of State uses a system called Audclaim for processing payments from computer media. Batches submitted on computer media may contain payments from various agency fund/centers and major objects.

In addition to the disk, each batch requires a claim voucher per payment, certified by the authorized agency official, one voucher abstract form and two copies of the Auditor's computer form. Disk batches also require printouts. These printouts are a detail list of payment information entered on the disc to be processed.

The Auditor's office performs document pre-audit, and computer validation, as applicable. Control numbers and document references are assigned to the batch.

PAYMENTS PROCESSED FROM PERSONAL COMPUTER DISKS

The following types of documents can be processed on computer media: travel vouchers, claim vouchers (which may be 1099 reportable or non-reportable), SDO reimbursement vouchers, land acquisitions and partial and final purchase orders. Payee identification numbers are required and must be recorded in the Auditor's vendor file. Any required file additions or address changes can be submitted with the disk batch on IRS Form W-9, signed by the payee. For the non-1099 reportable SDO vouchers, the officer's identification is the factor number. All new vendors must have a Direct Deposit Authorization form attached to the W-9. IC 4-13-2-14.8 requires all payments to vendors be made via direct deposit.

Separate disk batches are required for each document type, except that SDO batches must be separated into 1099 and non-1099 reimbursement vouchers. The same requirements for documents, itemized vendor invoices or receipts, signatures, and other agency approvals apply whether filed manually or using this program. Supporting documents are submitted with the disk, printout, and two batch operation forms. The Auditor of State pre-audits the documents and batch entries prior to authorizing issuance of payment.

WARRANTS/ACH TRANSFERS AND INFORMATION RETURNED

Warrants/ACH Remittance slips printed are distributed to the agency with the processed voucher abstract form, computer operations form, a batch invoice error report, and a batch invoice summary total report. Each payment issued is listed on the Warrant Distribution Report printout.

For each processed batch, the agency is responsible for determining that:

All warrants, documents, and reports issued were received and had been properly authorized by

the agency.

Warrants/ACH transfers were issued accurately for the correct amount, payee name and address.

Such determinations should be made prior to mailing or distributing the warrants/remittance slips. Suggested procedures are given for each type of computer batch. Whenever possible, the verifications should be performed by staff other than those preparing or authorizing the transactions or batch media.

DISK BATCH PROCEDURES

Perform the following procedures to process a disk batch:

1. Calculate the total amount of the batch and the number of payments included. Use a calculator with an item count setting.
2. Complete the Auditor of State Computer Operation form for the type of disk program used. Enter the number of payments (invoices) calculated and the total dollar amount.
3. Perform data entry on the personal computer using the disk. Contact the Auditor of State's office for training on entering transactions.
4. Upon completion of data entry for the batch, use option T from the main menu for a display of the invoice count and total amount. Compare the amounts displayed to the invoice count and total amount calculated and listed on the operations form. If there is any difference, or if any invoices are listed as out of balance, then use the L option to list the records on screen and compare each to the source documents. Use Option O on the vendor payment program to display out of balance records.
5. When the disk totals agree to that calculated for the batch then use option P and print two reports. Also, create a backup disk.
6. Deliver the following to the Auditor of State's Office *:
 - Disk
 - One (1) Voucher Abstract form
 - Claim Vouchers
 - Two (2) Computer Operations Forms
 - Printout
 - Documents, as required for each payment. Provide them in the order as entered on the disk.
7. Retain the backup disk and printout in a pending file with a copy of all documents for the batch.
8. Verify warrants/ACH remittance slips and reported information when received from the Auditor of State. Whenever possible have warrants/remittance slips verified to source documents by someone other than staff authorizing or preparing disk entries.

INSTRUCTIONS TO COMPLETE AUDITOR OF STATE COMPUTER OPERATIONS FORM

Complete the form sections legibly in ink. Use the form for the type of payments submitted.

1. Circle the type of payment on the Audclaims form. This step is not necessary for POCLAIMS forms.

ATRA = Travel

BOLP =Claim Vouchers
ESDO =Time sensitive payments
DSDO = SDO Reimbursements

2. Check the W-9 Form(s) Enclosed box if W-9's are being submitted.
3. Enter your name as requestor and provide your phone number and the date.
4. Enter your agency number.
5. Leave the "Sys ID" section blank on the Audclaims form. The POCLAIMS forms have the ID already entered.
6. Enter the complete batch name as the description. The batch name should include the date. It is listed as the title of the disk report and is entered on the disk label.
7. Enter the number of payment records as the number of invoice and provide the total dollar amount of the disk batch payments. Leave the adjusted # of invoices and the adjusted dollar amount sections blank.
8. Enter the names and phone numbers of two agency employees to be contacted by the Auditor's office as needed.

Indiana Auditor of State

AUDCLAIMS
[ATRA] [BOLP] [ESDO] [DSDO]

Due to Service Center, Room 234.

☐ W-9 Form (s) Enclosed

AGENCY INFORMATION				
<u>Requestor</u>		<u>Telephone #</u>		<u>Date</u>
DISKETTE INFORMATION				
<u>Agency Number</u>		<u>Sys ID</u>		<u>Description</u>
<u>Number of Invoices</u>		<u>Dollar Amount</u>		
<u>Adjusted # of Invoices</u>		<u>Adjusted Dollar Amount</u>		
AGENCY CONTACT INFORMATION				
If any problems with the diskette or balancing occur, the following individuals can be contacted:				
<u>Contact Name</u>			<u>Telephone #</u>	
<u>Contact Name</u>			<u>Telephone #</u>	
AUDITOR OF STATE INFORMATION				
LOG-IN		LOG-OUT		AGENCY complete if date other than system date
Date Received		Date Returned to Agency		Warrant Date
Pre-Edit	<u>Load:</u>	Edit Reports	FROM WARRANT NUMBER	TO WARRANT NUMBER
COMMENT SECTION - to be used if agency is contacted.				
Name of person called		Telephone #		Date Called
Agency verbal instructions: Processing requirements for this program are as follows: Voucher Abstract (1), Claim Voucher (1), and Supporting documents (As Required) to be placed within an Interdepartmental Mail Envelope (State Form 3 or equal) with this cover sheet taped to the outside of the envelope (the tie-down flap MUST be exposed) Additional copies of these documents are not required under this program.				

Indiana Auditor of State**[CIVP]****POCLAIMS
FINAL PAYMENTS****P.O. PAYMENTS****Due to Service Center, Room 234.****I | W-9 Form (s) Enclosed****AGENCY INFORMATION**

Requestor	File ID	Date

DISKETTE INFORMATION

Agency Number	Sys ID	Description
	P C	

Number of Invoices	Batch Total Amount

New Number of Invoices (AUDITOR USE ONLY)	New Batch Total Amount (AUDITOR USE ONLY)

AGENCY CONTACT INFORMATION

If any problems with the file or balancing occur, the following individuals can be contacted:

Contact Name	Telephone #
Contact Name	Telephone #

AUDITOR OF STATE INFORMATION

LOG-IN	LOG-OUT	AGENCY complete if date other than system date
Date Received	Date Returned	Warrant Date

COMMENT SECTION - to be used if agency contacted.

Name of person called	Telephone #	Date Called

Agency verbal instructions Processing requirements for this program are as follows: Partial Payment Form (SF12537) or PO Final Receiver (SF21303), and Total Transaction Sheet to be placed within an Interdepartmental Mail Envelope (State Form 3 or equal) with this cover sheet taped to the outside of the envelope (the tie-down flap MUST be exposed) Additional copies of these documents are not required under this program.

Indiana Auditor of State**[CIVP]****POCLAIMS
PARTIAL PAYMENTS****P.O. PAYMENTS****Due to Service Center, Room 234.****[] W-9 Form (s) Enclosed****AGENCY INFORMATION**

Requestor	File ID	Date

DISKETTE INFORMATION

Agency Number	Sys ID	Description
	P C	
Number of Invoices	Batch Total Amount	

New Number of Invoices (AUDITOR USE ONLY)**New Batch Total Amount (AUDITOR USE ONLY)****AGENCY CONTACT INFORMATION**

If any problems with the file or balancing occur, the following individuals can be contacted:

Contact Name	Telephone #
Contact Name	Telephone #

AUDITOR OF STATE INFORMATION

LOG-IN	LOG-OUT	AGENCY complete if date other than system date
Date Received	Date Returned	Warrant Date

COMMENT SECTION - to be used if agency contacted.

Name of person called	Telephone #	Date Called

Agency verbal instructions Processing requirements for this program are as follows: Partial Payment Form (SF12537) or PO Final Receiver (SF21303), and Total Transaction Sheet to be placed within an Interdepartmental Mail Envelope (State Form 3 or equal) with this cover sheet taped to the outside of the envelope (the tie-down flap MUST be exposed) Additional copies of these documents are not required under this program.

AUDCLAIM PAYMENTS

Documents Required

It is necessary to send the same paperwork that would normally be sent to the Auditor's office. This includes voucher abstracts, claim vouchers, travel vouchers, receipts or vendor invoices, etc. These forms must be properly completed, documented, and approved. The same document standards apply, whether the documents are entered on disk or not. The requirements for payee signatures, vendor invoices or receipts, certified agency approval, and other agency approvals remain. If one document is deficient, the Auditor's office will reject the entire disk batch.

Along with the normally required documents, complete two Auditor of State computer operations forms. This is also referred to as a cover sheet. Attach the printout obtained from the P option from the program to the cover sheets. Submit the claims or other documents in record number order, as shown on the printout.

Batch Preparation

Prepare separate batches for each document type: travel vouchers, claim vouchers, non-1099 SDO reimbursement vouchers, 1099 reportable SDO reimbursement vouchers, SDO travel reimbursement vouchers and land claims. Other batch requirements are shown below.

Travel Vouchers

The disk batch can include travel vouchers for various agency fund/centers. In-state and out-of-state travel may be on the same disk. Prepare the voucher abstract as indicated in the previous section. Prepare separate voucher abstracts for in state and out of state travel.

When entering travel payments on the program, payee names are input with the identification number. Travel voucher payments have a 1099 code of NO. Sixty spaces are provided for the remittance message printed on the check stub.

Claim Vouchers

The disk batch can include claim vouchers for various agency fund/centers. One voucher abstract form is submitted for each disk. Prepare the voucher abstract as explained in the previous section. Include IRS Form W-9, Request for Taxpayer Identification Number and Certification, to record the payee to the vendor file or for address changes. Also provide direct deposit with the W-9. Make sure the outside packet is marked so.

The program allows a remittance message of up to sixty characters.

SDO Reimbursement Vouchers

The disk batch may include SDO reimbursement vouchers for various expenditure categories and for various SDO officers. 1099 and non-1099 vouchers must be on separate disks. Officers must prepare SDO reimbursement vouchers in the same manner for each category (point). The SDO factor number, shown on the reimbursement voucher, is the payee identification number. Sixty spaces are provided for a remittance message to appear on the check stub.

Land Payments

The 1099 code of LA is used for these payments. Sixty characters are provided for a remittance message to appear on the check stub.

Entering Transactions

Prior to entering transactions, all required documents should be completed with all the necessary attachments and be approved by the authorized agency official. Contact the Auditor of State's office for training on how to enter transactions onto the disk.

Returned for a Processed Disk Batch

After the Auditor's office has processed payments submitted on a disk, the agency receives the following documents and reports. Examples of each report follow:

- Warrants/ACH remittance slips issued with stubs for payee information. Payments are issued in the disk record number order as submitted by the agency.
- Warrant Distribution Report. This printout includes all payments issued for the agency that day, except high volume batches. Warrants are listed in warrant number order, with the payee vendor number, fund/object/center, document reference and warrant amount. Detail of multiple object entries is not provided.
- The disk is returned.
- Computer Operations form for the batch, as submitted by the agency and completed by the Auditor's office.
- One of each of the voucher abstracts or SDO Reimbursement Vouchers submitted is returned. The Auditor's office has entered the control number and date processed.
- Report ID: DB0300-SUM Batch Invoice Summary Total Report
This report provides the total amount to be recorded to each fund/object/center, the number of payments (IH records) and invoice lines of object detail (IL records), comprising the total. The batch total is then calculated and shown with the total number of payments for the batch (IH records) and the total number of object entries (IL records). The report shows that the payment records are in balance with the total object entries.
- Report ID: DB0300-ER Batch Invoice Error Report
The document reference assigned to the batch is shown to the right of the report heading. The body of the report contains the agency number, control date and control number. All disk batches processed will have a non-fatal error message that the control group number does not match the table. No agency action is needed. By design, the control numbers for disk batches are not table information.
- Warrant Register
A warrant register is provided on microfiche for each disk batch processed. The register lists warrants/ACH transfers in alphabetical order by payee name.

Procedures Upon Return of Processed Disk Batch

Upon receiving the processed payments, documents and reports for the batch, pull the batch from the agency pending file. Perform the following procedures:

1. Determine that all warrants/ACH transfers processed for the batch were received.
 - (a) Compare the number of warrants/remittance slips received to the number listed as "total invoices" on the agency printout retained for the batch.
 - (b) Also, compare the number of warrants/remittance slips received to the grand total number of IH records listed on the Batch Invoice Summary Total Report, Report ID: DB0300-SUM.
2. Prior to mailing or delivering warrants/remittance slips, the agency must verify the

warrants/transfers were issued accurately. Compare the warrants/remittance slips to the agency copies of the claim or travel vouchers, or SDO reimbursement vouchers for the batch. Determine warrants/transfers were issued for the correct amount and to the correct payee name and address.

3. Document the warrant/ACH transfer numbers received for the batch. List the beginning and ending reference numbers received on the agency printout for the batch.
4. Determine that the total amount of the processed batch equals the amount authorized by agency. Compare the total amount listed on the Batch Invoice Summary Total Report (Report ID: DB0300-SUM) to the total listed on the agency printout for the batch.
5. Upon receiving the general ledger Available Funds Activity Report for each center, the voucher abstracts or SDO reimbursement vouchers for the batch are used to verify the expenditure object (point) totals recorded.
6. Maintain one complete file for each disk batch processed. Retain the processed forms and printouts issued by the Auditor of State, with the agency document copies and the batch printout.

The agency should maintain separate files for each type of disk batch processed: travel vouchers, claim vouchers, and the non-1099 SDO. File disk batches by the date processed.

POCLAIMS PAYMENTS

Use

The POCLAIMS forms are only used to process partial and final purchase order payments. This is for encumbered purchase orders in the Auditor's office only.

Documents Required

It is necessary to send the same paperwork that would normally be sent to the Auditor's office. This includes partial or final receiver forms and vendor invoices. These forms must be properly completed, documented, and approved. The same document standards apply, whether the documents are entered on disk or not. The requirements for vendor invoices, certified agency approval, and other agency approvals remain. If one document is deficient, the Auditor's office will reject the entire disk batch.

Batch Preparation

Any agency interested in utilizing the purchase order processing of payments by disk should contact the Accounts Payable Director or the Business Manager in the Auditor's office. An MIS employee of the agency will need to work with the MIS staff at the Auditor's office. A test run will be required before an agency can process payments.